



851120-01

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Private Employment Agencies Licensure Room <del>350</del> 347 501 Pulliam Street, S.W. Atlanta, Georgia 30312	Application Number	
Application Number		Date Received NOV 20 1985	Date Completed FEB 25 1986
2. Person to Contact (Patricia) Kathleen P. Conley		Working Title Chief, Private Employment Agencies Licensure	Telephone Number 656-0965
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975	Latest Present	5. Records Series Title (followed by title used in office, if different) Private Employment Agencies Licensure File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Chief, Private Employment Agencies Licensure - Responsible for administering and enforcing the Private Employment Agencies (PEA) Act, passed in 1974 by the Georgia General Assembly. Checks applications for licenses from those private employment agencies that charge fees to applicants, and grants or denies such licenses accordingly.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering and enforcing the Private Employment Agencies (PEA) Act.  Included are: - copy of employment agency license, - application for state license as operator of an employment agency (used for initial and renewal licenses), - examination for operator's license, and - supporting documentation.  File is arranged: by approval (YES or NO), thereunder alphabetically by name of agency.			
8. Monthly Reference Rate One to six months old 10; Seven to twelve months old 4; Thirteen to twenty-four months old 2; twenty-five months and older ? How often are records referred to which are:			
9. Annual Rate of Accumulation of Records Letter-size drawers 3; Legal-size drawers; Shelves; Other (specify)			

(Over)

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X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Original copy of license is kept by employment agency.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | 2 years.     | e. Administrative need            | 2 years.     |
| c. Federal Law           | 3 years.     | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. (e) Whenever a license is revoked, another license shall not be issued to the licensee for two years from date of revocation.

(c) Federal Regulations Applicable to State Employment Service.

29-B-XIV-1627.3

(b) Persons who violate provisions of PEA Act shall be guilty of a misdemeanor. Prosecution for misdemeanors must be commenced within two years after commission of the crime. Ga. Code Ann.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

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☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

## Note:

File series to be cut off at end of each Calendar Year; hold in current files area three (3) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Patricia Conley	11-14-85	[Signature]	11-14-85
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
Kay E. Hollingsworth	11-15-85	William Johnson	11-14-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee	[Signature]	1/14/86
	Attorney General/Designee	[Signature]	1/10/86

(Reverse Side)